

Randolph Southern School Corporation Athletic Handbook



Coach Handbook

Revised June 2024

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COACHES ATHLETIC HANDBOOK

PHILOSOPHY

The philosophy of the Randolph Southern Athletic Department is to provide the best opportunities for its student-athletes to achieve success. It is through participation in athletics that students will gain an appreciation and understanding of teamwork, competition, leadership, dedication, and personal sacrifice.

As a coach, there are certain traits one must possess in order to create these opportunities. One must have pride, discipline, knowledge of the sport, enthusiasm and a total commitment in what you are doing. The foundation of our athletic programs must be centered around this approach.

To realize this philosophy, the administration, coaches, athletic director, parents, and support organizations must dedicate themselves to develop these traits. Staying within the framework of rules and sportsmanship, everyone involved with the athlete must help him/her pursue and strive for excellence. Though the motivation to pursue excellence lay with the athlete, it is the pleasure and duty for all to mold, encourage, work, and develop the young athlete at Randolph Southern.

GENERAL COACHING POLICIES

1. All rules should be stated very clearly and enforce them. The Athletic Department will review team rules and approve them prior to them being distributed to team members and/or parents.
2. All practices should be well-planned. Write down what you want to accomplish.
3. All coaches should promote varsity attendance. All coaches are encouraged to attend as many games as possible.
4. Develop interest in the program. Ask yourself – when was the last time I saw an elementary game, a junior high game, a freshman game.
5. There should never be any criticism of the programs by any coach. If you have a complaint – take it to the head coach or athletic director.
6. Spend a lot of time with your players developing characteristics and qualities essential to becoming a winner.
7. Be a strong disciplinarian.
8. Stress the importance of off-season play and conditioning.
9. Know what your players are doing in the off-season. Your relationship with your players should not end with the last game. Know how they're doing in school and be aware of any problems they may be having.
10. Attend all coaches meetings.

COACHES CHECKLIST OF RESPONSIBILITIES

The following items are to be taken care of by our athletes through the cooperation of the coaching staff and athletic office. Each coach will meet with the athletic director at the beginning of a sports season to discuss these items and any new concerns.

- 1st Parent/Team meeting
- Team Rules
- Rosters
- IHSAA Entries Inventory/Ordering
- Individual/Team Awards
- Transportation
- Physical Examinations
- Student-Athlete Handbook
- Eligibility
- Public Relations
- Uniform distribution collection (see form)
- Building Access Cards
- Concussion Paperwork
- General Inventory collection/documentation/completion

LEGAL DUTIES OF COACHES

Along with the duties of organization, teaching, and training for competition, coaches must be aware that the attitude of today's society forces all professional educators to always keep in mind their legal duties as well. All coaches need to know and understand their legal obligations, which are being more clearly defined with each new court case. The following information should be helpful to understand one's responsibilities and will help to protect coaches and our school corporation from litigation.

LEGAL DUTIES THAT HAVE BEEN ESTABLISHED BY COURTS THROUGH LITIGATION INCLUDE THE FOLLOWING:

1. Properly plan the activity.
 - a. Develop a season plan, including daily practice plans.
 - b. Keep a copy of your season plans.
2. Provide Proper Instruction.
 - a. Consider readiness and move from simple to complex.
 - b. Know and practice proper skill progression.
 - i. include these factors on the written season plan.
 - c. Document your attendance at coaching courses and clinics.
3. Provide a Safe Physical Environment.
 - a. inspect courts, fields, and locker rooms.
 - b. Warn athletes and others of misuse.
4. Provide Adequate and Proper Equipment.
 - a. Check regularly for fit and wear.
 - b. Repair and replace regularly.
 - c. Keep inspection checklists, including age and repair dates.

5. Match Your Athletes.
 - a. Match according to size, strength, ability, and maturity.
 - b. Document on practice plans.
 - c. Keep written skill test records.
6. Evaluate Athletes for Injury and Incapacity.
 - a. Know and practice proper procedures for injury evaluation.
7. Supervise the Activity Closely.
 - a. Check or establish standard coach-athlete ratios for the sport with the AD.
 - b. Ensure locker rooms are supervised.
 - c. Never leave athletes unattended.
 - d. See the athletes gone.
 - e. Include supervision notes on practice plans.
8. Warn of Inherent Risks.
 - a. Practice plans should reflect what and when things were said.
 - b. Repeat warnings on several occasions.
9. Provide Appropriate Emergency Assistance.
 - a. Create/follow an emergency medical plan.
 - b. Have emergency medical cards and plan on file and at practices and contests.

Coaches also have the duty of taking reasonable care of the student-athlete. This legally means that each coach is to act in a way that avoids creating unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. Standard is the conduct expected of an ordinary reasonable person (coach) under similar circumstances. Coaches should also have plans for: allowing adequate time to warm-up and warm down, consistently and fairly enforcing rules, and dealing with potentially dangerous situations (storms, equipment failure, facility...)

Parent Meeting at Beginning of Each Season

Parent meetings will be conducted at the beginning of each season. In that meeting, a basic outline of expectations will be established in order to eliminate or reduce misunderstandings that may occur during the season. Parent Meetings are **mandatory** for all sports.

Please provide the Athletic Director with a copy of the handout (or outline) you used for this meeting. I will place it in your sports binder for future reference. You need to cover the following in your meeting: (create a paper trail to cover yourself)

1. Warning that players may be injured in your sport.
2. The Athlete/Parent Code of Conduct - Athlete/Parent Contract which must be signed and turned in to the Athletic Director.
3. Ask if anyone (grades 9-12) has moved into the school corporation in the past 365 days. If so, ask if an Athletic Eligibility Form has been filled out. (This can be a red flag regarding eligibility)
4. Specify in writing the requirements necessary to letter in your sport and provide the athletic director a copy of your requirements before the season.
5. Notes for travel home with parents must be turned in to the athletic director's office one day prior to the event. This practice is very strongly discouraged in cases other than emergencies.

We have many coaches and many policies could exist. Different policies in travel home after events can present accountability and liability problems for our coaches and school. It can become more difficult to account for the location of the students and increases the probability that a student will be left somewhere. We view the ride home as a part of the activity and a time when coaches may need to communicate with the players.

6. Your rules and expectations as a coach should be made clear to the athletes and parents. You should put these down on paper and give them to the parents. These rules need to be approved by the Athletic Department **PRIOR** to distribution.
7. Athletics does not carry insurance on athletes. Inform parents insurance is available through the school.
8. Explain how you as a coach will communicate with your players and parents. Cell phone communication with players is highly discouraged! Utilize Final Forms and/or Band app for communication as a group.
9. Collect phone numbers in case of an emergency
10. Students must be at school BEFORE 11:30 AM in order to participate in practices or events that day.
11. Discuss Athletic Trainer
12. Discuss playing time expectations for all athletes with parents.

AWARDS

At the conclusion of each sports season, that athletic department will recognize all athletes. All winter athletes will be recognized at the conclusion of the winter season at an awards night. It should be noted that the awards night is considered the completion of the season for the athlete. Coaches should plan to attend. It is the responsibility of each coach to record and keep records of the respective awards for each of the athletes each year. Following is the basic awards system for athletes of Randolph Southern.

SPECIAL ACHIEVEMENT AWARDS Each coach is permitted to present a special award (i.e. plaque, trophy) to those athletes that are deserving. The athletic department will purchase all awards. The following is a list of the types of awards that may be given and the number each coach is permitted to give each year.

JUNIOR HIGH

All junior high coaches will give a minimum of (Three) and a maximum of (five) awards. Coaches may choose which four they want to give if more than four choices are mentioned.

Basketball (Boys/Girls) Field Goal % Free Throw % 3 Point Field Goal % Most Rebounds Total Points Most Steals Most Assists Most Improved Mr./Miss Hustle Mr./Miss Defense Mental Attitude	Baseball/Softball Most Wins Most Home Runs Batting Avg. RBI's Stolen Bases Earned Run Average Most Hits Most Runs Most Improved Mental Attitude MVP	Wrestling Most Win Most Pins Most Takedowns Most Reversals Most Escapes Most Improved Mental Attitude MVP	Cross Country (Boys/Girls) #1 Runner #2 Runner Mental Attitude Most Improved
Track (Boys/Girls) Most Field Events Points Most Running Events Points Total Points Most Improved Mental Attitude MVP	Volleyball Bumping % Spiking % Setting % Top Server Top Defensive Player Top Offensive Player Most Improved Mental Attitude		

Junior Varsity Awards

All Junior Varsity coaches are permitted to give a minimum of 4 (four) and a maximum of 8 (eight) awards. Coaches may choose which eight they want to give if more than eight choices are given.

Basketball (Boys/Girls) Field Goal % Free Throw % 3 Point Field Goal % Most Rebounds Total Points Most Steals Most Assists Most Improved Mr./Miss Hustle Mr./Miss Defense Mental Attitude	Volleyball Bumping % Spiking % Setting % Top Server Top Defensive Player Top Offensive Player Most Improved Mental Attitude
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Varsity Sports

A minimum of 6 (six) and maximum of 10 (ten) awards may be given by varsity coaches. It should be noted that if fewer than ten awards are listed for a sport, then those mentioned are the only ones that may be presented.

<p>Basketball (Boys/Girls)</p> <p>Field Goal % Free Throw % 3 Point Field Goal % Most Reboounds Total Points Most Steals Most Assists Most Improved Mr./Miss Hustle Mr./Miss Defense</p>	<p>Baseball/Softball</p> <p>Most Wins Most Home Runs Batting Avg. RBI's Stolen Bases Earned Run Average Most Hits Most Runs Most Improved Mental Attitude MVP</p>	<p>Wrestling</p> <p>Most Win Most Pins Most Takedowns Most Reversals Most Escapes Most Improved Mental Attitude MVP</p>	<p>Tennis (Boys/Girls)</p> <p>Most Wins #1 Singles #1 Doubles Mental Attitude Most Improved</p>
<p>Cross Country (Boys/Girls)</p> <p>#1 Runner #2 Runner Mental Attitude Most Improved</p>	<p>Golf (Boys/Girls)</p> <p>#1 Golfer #2 Golfer Mental Attitude Most Improved</p>	<p>Track (Boys/Girls)</p> <p>Most Field Events Points Most Running Events Points Total Points Most Improved Mental Attitude MVP</p>	<p>Volleyball</p> <p>Bumping % Spiking % Setting % Top Server Top Defensive Player Top Offensive Player Most Improved Mental Attitude</p>

ACCIDENTS

All accidents or injuries, home or away, are to be reported to the athletic director as soon as possible. An accident/injury form must be filled out by the coach.

CLINIC ATTENDANCE

The athletic office wants coaches to remain current in each of their fields. Possible reimbursement for clinics must be handled prior to attendance at a clinic. School transportation may be available for transportation.

COACHES CONDUCT

It is imperative that each coach is continually aware of his or her appearance, behavior, etc... Each of us is representative of our own values and philosophy. We are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for all to see. IHSAA Rule 8-2

governs conduct of coaches along with rule 8-4 regarding contest ejection. All IHSAA protocols will be followed.

COLLEGE BOUND ATHLETES AND RECRUITERS

NCAA and NAIA bylaws affect all high school athletes eligible for NCAA division I and II and/or NAIA athletic scholarships or those who plan to participate in any division I or II and/or NAIA athletic programs as a non-scholarship athlete (walk-on). These rules are available in the athletic office. These guidelines should be posted in respective locker rooms.

EVALUATION

The athletic office will evaluate each coach through personal contact and visitation of the coach's programs. All coaches will be evaluated through a written evaluation by the athletic director as well. It is expected that head coaches will provide input and complete a portion of assistant and lower level coaches evaluations and provide that information to the athletic director. This will ensure that head coaches are truly overseeing the entire program.

FACILITY, EQUIPMENT, AND UNIFORM INSPECTIONS

All head coaches are responsible for routine inspection of the equipment, uniforms, and facilities they use in conjunction with their sport. They are to make sure these are safe for use. This inspection can be done prior to or during the season. All coaches are expected to help in their programs inventory documentation. Items that are needing replaced/repared need to be noted on provided inventory sheets. Any questionable situations are to be reported immediately to the athletic director.

FUNDRAISING

It is the policy of the athletic department that any fundraising must first be approved by the school corporation. The athletic office will do everything in its power to provide for the needs of the teams. It is in the best interest of the school and community to refrain from the selling of cheap items, i.e. jewelry, candy, etc. The coaching staff should first seek help from the athletic boosters in purchasing items that the athletic office is unable to. All approved fundraisers MUST be processed through the high school office to ensure proper accounting. All items being purchased with fundraising funds MUST also be purchased through the Athletic Department.

IHSAA STATE ENTRY LISTS

All entry list work copies are due in the athletic office seven (7) days before entry deadline. Coaches are to pick up these copies in the athletic office.

INVENTORY

At the beginning and conclusion of each season each coach shall turn in an inventory of all athletic equipment and uniforms used in their sport. Each coach is responsible for collecting all uniforms from the athletes. The athletic office will not accept any uniforms or equipment from an athlete. All equipment and uniforms must be turned directly into the coach.

MEALS

The athletic department will purchase each varsity team one meal during sectionals. Each coach must inform the athletic department of the date of the meal at least three (3) days in advance. The amount allocated for each player will be \$10.00. If a team or individual athlete were to advance to Regional competition or beyond the athletic department will pay for an additional meal at \$15 for each player advancing.

PRACTICES

All coaches are to meet with the athletic director to schedule practices prior to the start of the season. Only those scheduled practices will be permitted to use the facilities. Practices during a school closing time (snow, etc.) will be permitted to varsity level teams only. These practices will be permitted only after 11:00 a.m. on the second day of the closing, and only after the coach has received approval from the athletic director or building principal. Attendance at these practices are to be considered voluntary.

PURCHASING

Coaches shall work with the athletic director in purchasing equipment, supplies for their sports.

TRANSFER ATHLETES

Each coach is responsible to check their candidates for the team to see if any athlete is new to our school. IHSAA rule: Transferring students shall not be eligible to participate until an athletic transfer is received from the previously attended school and approved by the IHSAA.

PROGRAM DEVELOPMENT

The Athletic Department understands the importance of program development at the earliest possible opportunity in the elementary school. The department will work closely with head coaches and district administration to ensure that appropriate opportunities are available to all students across all sports. It may be necessary to utilize club level sports in the early elementary grades to ensure opportunities are available to all students. When conflicts between club sports and "official" seasons occur the Athletic Director, coaches and other administration will work to minimize the impact of conflicts. When compromise or decisions can't be made in the group setting, administration will make a decision they believe is in the best interest of overall program development and student involvement. This decision will be final. In such cases, unless detrimental effects can be shown to the athlete or the program in general, official school season teams will take precedence. It is also important to recognize that all teams across all grade levels are corporation sponsored and part of our overall feeder system.

TRANSPORTATION

Transportation to all events or practices by bus or minibus is provided by the athletic department. The athletic director will provide each coach a transportation schedule. Coaches may be required to drive a school van to practice or events.

COACH PAYMENT

Coaching Payment/Stipends are set by the Master Contract and will be paid in accordance. Stipends will be released following the completion of the evaluation meeting and all other coaching duties. These duties include but are not limited to; inventory completion and uniform collection. Any questions regarding this need to be directed to the athletic director. Also IHSAA required meetings must be completed by their deadlines set by the IHSAA. Any questions regarding this should be directed to the athletic director.

KEYS

Coaches will be provided an Athletic Master Key and an electronic key card to access various parts of the school building necessary for athletic team functioning. At the end of the season all physical keys will be collected at the time of coach evaluation. Varsity Head Coaches may request to keep their keys as long as they are planning to utilize limited contact sessions and summer training sessions. This request is up to athletic director and administration discretion.

UNIFORM ROTATION SCHEDULE

Year Uniforms to be purchased:

Volleyball- 2022

Boys/Girls Varsity Basketball- 2022

Track/Cross Country- 2021

** Uniforms for the feeder program will be distributed by using the past varsity/junior varsity uniforms if conditions are suitable. **Golf and Tennis shirts are purchased by the individual athlete but the equipment for these sports is covered entirely by the athletic department. Bowling is covered financially by the student athlete. **Team uniforms will be worn a minimum of four years, and not more than five years. (if financially feasible)

PARENT/COACH COMMUNICATIONS:

Parents and Coaches Helping Student-Athletes Succeed

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. Parents and coaches are important role models for students; they both provide necessary guidance to young adults in their development and in their understanding of the world in which they will live and work as adults. By understanding and respecting each other, parents and coaches, working together, can greatly benefit children. When your children become involved with the athletic program at Randolph Southern High School, you, as parents, have a right to understand the expectations that will be placed upon them. Clear communication between parents and coaches facilitates this understanding.

The following information is intended to be used as guidelines to establish an environment in which open communication and mutual respect are fostered.

Communication You Should Expect From Your Child's Coach

- Philosophy of the Coach
- Explanation of athletic department training rules
- Locations and times of all practices and contests
- Team requirements and/or expectations
- Discipline that may result in the denial of your child's participation

Communication Coaches Expect From Athletes and Parents

As your children become involved in the athletic program at Randolph Southern High School, they will experience some very rewarding moments. It is important that there also may be times when things do not go the way your children wish. At these times discussion with the coach is encouraged.

- Concerns should be expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.
- The treatment of your child, mentally and physically.
- Concerns about your child's attitude.
- Ways to help your child improve.
- Academic support, college opportunities

Issues Not Appropriate To Discuss With Coaches

Coaches are professionals who make judgments based on what they believe to be best for all students involved. Certain things can and should be discussed with your child's coach. But, other things should be left to the discretion of the coach such as:

- Team strategy
- Playing time (during the season)
- Other student-athletes positions or playing time
- Play calling

Procedure To Follow when You Discuss A Concern With A Coach

There are situations that may require a parent conference with coach(es). These are encouraged! It is important that both parties involved have a clear understanding of the other's position. The following procedures should be followed to help promote resolution:

1. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach and seldom promote a resolution. It is almost always best to wait 24-48 hours before attempting to address issues resulting from a practice or game.
2. Call the athletic office (874-2541) to set up an appointment with the coach.

Fundamentals of Sportsmanship

- Show respect for self and others at all times.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
- Recognize and appreciate skill in performance regardless of team affiliation.

Expectations for Coaches

The actions of the coach have a great deal to do with how sportsmanship is valued by members of the team. In order for good sportsmanship to become a reality, the coach should:

- Act like an educator and a leader, which is an expectation of the IHSAA and RSHS
- Set a good example for participants and fans to follow.
- Exemplify the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Respect the judgment of contest officials, abide by all rules and do not display behavior that could incite fans.
- Treat opposing coaches, participants, and fans with respect.
- Shake hands with officials and opposing coaches before and after contests.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Acceptable Behaviors

- Applaud during the introduction of players, coaches, and officials.
- Graciously accept all decisions of the officials.
- Shake hands with participants and coaches at the end of a contest, regardless of the outcome.
- Coaches/players should seek out opposing participants to recognize them for an outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Show concern for injured players, regardless of team.
- Encourage surrounding people to display good sportsmanship.
- Treat competition as a game, not a war.

Unacceptable Behaviors

- “Coaching” from the stands or the sidelines by spectators, fans, or parents.
- Confronting a coach, player or official after the athletic contest.
- Disrespectful actions or derogatory yells, chants, songs, or gestures.
- Criticizing officials in any way.
- Cheers that antagonize opponents.
- Refusing to shake hands.
- Trash talking
- Directing negative comments at opponent(s) to distract and upset them.
- Using profanity, racial comments or displaying anger that draws attention away from the game.
- Throwing objects onto the floor or at an opponent.
- Entering the floor or playing field at any time.
- Refusing to comply with the directives of any school official.
- Blaming the loss of a game on officials, coaches, or athletes.

Consequences*

Coaches

- Adhere to the RSHS. and IHSAA sportsmanship guidelines.

- Any unsportsmanlike behavior exhibited by an RSHS coach will be subject to a warning to a one game suspension, dependent upon the severity of the act, which will be determined by the Director of Athletics, assistant director, and a coaches' representative.
- Any RSHS coach who received an unsportsmanlike ejection at an athletic contest will be suspended for up to two athletic contests at that level of competition to be determined by the Director of Athletics, assistant director(s), and a coaches' representative.
- Any subsequent ejections will be reviewed by the Director of Athletics, assistant athletic director, and a coaches' representative and may result in more game suspensions and/or dismissal from a team.

Randolph Southern Athletic Annex and Cafeteria Picture Policy

- 16 x 20 Picture of all jr. high and high school athletic teams will be placed in the annex.
- 8 x 10 Picture of all individual and relay sectional champions, regional champions, and state qualifiers
- 16 x 20 to 18 x 24 Sectional Championship Pictures to be placed in the H.S. Cafeteria
- If any athlete is nominated for an all-star team, where the athlete has to pay or find a sponsor to pay to participate then that athlete or a donor can purchase at their expense a picture plaque that will be hung at the school for a maximum of four years.
- If any athlete is selected for an all-star team that does not require payment to play then the school will purchase a picture plaque that will be hung in the athletic annex.